RESEARCH TECHNIQUES

The following form is an outline of research strategy for locating information about a specific subject in the Shelton State Community College Library.

Topic or subject about which information is desired:

_____

Specifically, what information are you seeking concerning the above topic? (Pro or con arguments about an issue? Biographical information? Criticism or interpretation of a literary work? Literary style of an author? Support an argument? Prove a theory? Information on how something is done? What?)

Further definition of the topic/ further narrowing and refining of the topic: (A exact, precise statement of what is needed, what information you plan or hope to locate.)

Information from BOOKS:
    To locate books that may deal wholly or in part with the above subject, begin your research by examining the library's Card Catalog. Look completely through the catalog cards which have titles or subjects beginning with the following words:

    Main or Primary Subject:

    Related Words or Subjects:

(Source: Library of Congress Subject Headings, tracings on catalog cards). Write your findings here:

Call no.   Title:

Call no.   Title:

Call no.   Title:

Call no.   Title:

Call no.   Title:

Call no.   Title:

Call no.   Title:

Call no.   Title:

Call no.   Title:

Call no.   Title:

    Now locate above books on the library's book shelves. (Note: The abbreviation 'Ref.' above a call number indicates that the book(s) are located on the Reference Shelves.) When you locate a book, briefly examine the Table of Contents in the front of the book or the Index in the back of the book (if there is an index) to determine if the desired information is contained in the book. You may wish to take several of the most promising books to a table or seating area and read briefly to further determine the book's worth to you.

    Did you locate useful information in one or more of the books? At this point you may desire to check the books out at the Circulation Desk for a two-week loan period. Or if only a few pages of the book contained useful information, you may desire to have the needed pages photocopied at the Circulation Desk for the small cost of 5¢ per page.

    NOTE: Books located on the Reference Shelves are intended for use in the library only. If material is needed from these books, have the desired pages photocopied for 5¢ per page at the Circulation Desk.

Information from BOOKS: (continued)

After examining several of the books more closely, did you find
that books that did not contain useful information about your topic?
Please return these unwanted books to the Circulation Desk and they will
be reshelved by library personnel.

For the books that did contain pertinent information, you may wish
to jot down page numbers where the information was found beside book titles
on the preceeding page.

If there were books that you could not locate on the book shelves,
the book(s) may have simply been out of place on the shelves. In this
case, ask library personnel for assistance. The book(s) may also be
checked out (on loan to someone) at the present time. Ask library
personnel to ascertain if this is the case and to tell you when the book
is due.

Information from REFERENCE BOOKS:
A Reference Book is one that has been planned and written to be
consulted for items of information rather than to be read throughout.
It is organized for quick and easy use, either in alphabetical or chrono-
logical arrangement or by the use of detailed indexes.

You may have already discovered one or more reference works in your
research on the preceeding page. Generally, however, one look in the Card
Catalog will not fully reveal all of the Reference Books that may be available.
This may be true not because the books are not listed in the Card Catalog
(they are), but because the researcher may not be familiar with all of the
various subject headings under which the books are listed.

In this library, books are grouped on book shelves by subject (all
books about a certain topic are grouped together, generally) and each group
of books is assigned a general letter of the alphabet as its "call number".
This is the case whether or not the book is located on the Reference Shelves
or on the General Book Shelves. A good approach for locating Reference Books
is to locate the section of shelves containing books of the subject type that
you desire (section of books with the appropriate alphabetical letter or "call
number" designating their location on the book shelf) and to brouse these
shelves and examine any books that look promising.

General Library of Congress call number where further books might be located

on the Reference Shelves: _____.

If you do not locate the proper section of the book shelves, ask the librarian
for assistance. Examine and list useful Reference Books here:

Call no. REF   Title:

                                Page(s):

Call no. REF   Title:

                                Page(s)

Call no. REF   Title:

                                Page(s)

Call no. REF   Title:

                                Page(s)

Call no. REF   Title:

                                Page(s)

Call no. REF   Title:

                                Page(s)

Remember, these books are for use in the library only (are not to be taken from
the library; they contain no check-out cards). When useful information is found,
make notes yourself or have the pages you desire photocopied at the Circulation
Desk at the cost of 5¢ per page. As you finish, please leave Reference Books
at the Circulation Desk so that they may be reshelved by library personnel.

Information from MAGAZINES:

The best way to locate magazine articles relating to your stated topic is to use a magazine index as a locator tool. To know what magazine indexes are currently available in the Shelton State Community College Library, a person would look in the Card Catalog for cards with the following subject heading:

PERIODICALS -- INDEXES.

The following indexes are listed in the Card Catalog under the above subject heading and are located on the Index Tables in the Library:

HUMANITIES INDEX 1974 - present

SOCIAL SCIENCES INDEX 1974 - present

READER'S GUIDE TO PERIODICAL LITERATURE 1955 - present

SOCIAL SCIENCES & HUMANITIES INDEX 1965 - 1974

The following specialized indexes which are located on the Index Tables may also prove quite useful in your research. Some of these works index both BOOKS and MAGAZINE ARTICLES.

ESSAY AND GENERAL LITERATURE INDEX 1970 - present

BIOGRAPHY INDEX 1970 - present

PLAY INDEX 1949 - present

SHORT STORY INDEX 1923 - present

CUMULATIVE INDEX TO NURSING & ALLIED HEALTH LITERATURE
                                    1961 - present

M L A BIBLIOGRAPHY 1960 - present

Magazine Indexes (or Periodical Indexes) are nothing more than books containing lists of magazine articles that have appeared in a given number of magazines during a given year. For convenience, the articles are grouped under categories or subjects (according to what the articles are about). The main body of the index consists of subject and author entries (with article titles listed under them) arranged in one alphabet.

Examine an index. Look for your topic or subject. Write here the subject heading under which you found information about your topic:

Primary Subject Heading: _____.

Other Subject Headings that I can think of that might list related or useful articles: _____.

Often the index itself will "cross-reference" or list further related topics or subjects with "See" or "See also" references immediately below the subject you have located in the index. If you found these references along with your subject heading, list these related topics or subjects here:

Examine the article entries under the subject heading you have located and list pertinent information below:

Article title: Magazine:

Vol.   Page(s):   Date:

Article title: Magazine:

Vol.   Page(s):   Date:

Article title: Magazine:

Vol.   Page(s):   Date:

Information from MAGAZINES: (continued)

Article title: Magazine:

Vol.   Page(s):   Date:

Article title: Magazine:

Vol.   Page(s):   Date:

Article title: Magazine:

Vol.   Page(s):   Date:

Article title: Magazine:

Vol.   Page(s):   Date:

Article title: Magazine:

Vol.   Page(s):   Date:

Article title: Magazine:

Vol.   Page(s):   Date:

Article title: Magazine:

Vol.   Page(s):   Date:

Use a sheet of blank paper for additional listings. NOTE: When an entry
is located in the index (a desired magazine article), check the library's
flip-card magazine list to see if the library has the magazine you desire.
The magazine card list tells the library's holdings in current and past
issues, and indicates (at top of the card) past issues that are available
on microfilm.
        For magazines that you discover are not available at Shelton State
Community College, check the magazine listings for the TUSCALOOSA PUBLIC
LIBRARY and the MAIN LIBRARY of the UNIVERSITY OF ALABAMA.
        Locate the magazine issues you need on the Current Issue Shelves or
on the Past Issue Storage Shelves. Ask for assistance if you do not
find the issue you need.
        Some magazine issues may be stored on reels of microfilm. Microfilm
and microfilm viewers are readily available in the library. Ask for
assistance if you are not familiar with microfilm and/or the equipment
used to view the film. Copies of articles on microfilm can be made for
10¢ per page (payment is made at the Circulation Desk).
        Past issues of magazines may be checked out for a 3-day loan period.
Articles in magazines may be photocopied at the Circulation Desk for the
small cost of 5¢ per page.

Information from NEWSPAPERS:

        When looking for information on the topic stated at the beginning of
this research pathfinder, a person should not overlook the useful, informative
articles that often appear in newspapers. The following works should be
examined:
                    NEW YORK TIMES INDEX 1977 - present

                    NEWSBANK 1984 - present

                    EDITORIALS ON FILE 1978 - present

NEW YORK TIMES INDEX: These yearly bound volumes and softcover monthly
and quarterly volumes are located on the Index Tables. Newspaper articles
are arranged under appropriate subject headings in the index (subjects are
listed alphabetically in the index).
        Examine an index. Look for your topic or subject. Write here the
subject heading under which you found information about your topic:

Primary Subject Heading: _____.

Other Subject Headings that I can think of that might list related or useful
articles: _____.

Information from NEWSPAPERS: (continued)

     Like other indeces, often the NEW YORK TIMES INDEX will "cross-reference" or direct you to further related topics or subjects through the use of "See" or "See also" references immediately below the subject heading you have located. If you found these references along with your subject heading, list the related topics or subjects here:

     INDEX ENTRIES FOR NEWSPAPER ARTICLES are very different from those for magazine articles. The title of the newspaper article WILL NOT BE GIVEN, but a one or two short sentence summary of the article will be given instead. Also, under a given subject heading, the article summaries will be listed chronologically by date article appeared in the newspaper.
     Newspaper index entries usually (but not always) give the following information: (a) Brief summary of the article (b) Symbol for the length of the article, i.e. (L) indicates a long article of over 2 columns; (M) indicates a medium sized item of up to 2 columns; (S) indicates a short item of half a column or less. (c) Date (d) Section of the newspaper in which the article will be found (e) Page (f) Column on the page.
     Examine the article entries under the subject heading you have located and note the above arrangement. List pertinent information about potentially useful articles here:

Article summary:

Length: Date: Section: Page: Column:

Article summary:

Length: Date: Section: Page: Column:

Article summary:

Length: Date: Section: Page: Column:

Article summary:

Length: Date: Section: Page: Column:

Article summary:

Length: Date: Section: Page: Column:

Article summary:

Length: Date: Section: Page: Column:

Article summary:

Length: Date: Section: Page: Column:

Article summary:

Length: Date: Section: Page: Column:

Article summary:

Length: Date: Section: Page: Column:

Article summary:

Length: Date: Section: Page: Column:

Article summary:

Length: Date: Section: Page: Column:

Article summary:

Length: Date: Section: Page: Column:

Information from NEWSPAPERS: (continued)

NEWSBANK: Newsbank is a current awareness reference service providing
access to the contents of newspapers from over 100 cities around the
country. Articles of broad interest are selected from the newspapers
and reproduced on microfiche each month. A monthly printed index to the
microfiche is published and cumulated quarterly and annually.
    Examine the index. You will note that like many other indeces, the
Newsbank Index is an alphabetical listing of subject headings, with newspaper
article entries located below each subject heading.
    INDEX ENTRIES FOR NEWSBANK NEWSPAPER ARTICLES are very different from
those for magazine articles. The title of the newspaper article WILL NOT
BE GIVEN, but a brief sub-heading describing the contents of the article
will be given instead.
    Newsbank Index entries usually (but not always) give all of the
following information: (a) Major subject heading (b) Sub-headings
(c) Geographic location (d) Microfiche subject category under which article
is stored (e) Microfiche card number (number of the plastic sheet on which
the article is located) (f) Microfiche grid coordinates (the line and
column on the plastic sheet under which the article will be found).
    Examine the article entries under the subject heading you have located
and note the above arrangement. Write here the subject heading under which
you found entries for your topic:

Primary Subject Heading: _____.

Other Subject Headings that I can think of that might list related or useful
articles: _____.

Further Subject Headings indicated by cross-references ("See" or "See also"
references) below my subject heading:

List important information about potentially useful articles here:

Article entry:

Microfiche category: Card no.   Coordinates: Year:

Article entry:

Microfiche category: Card no.   Coordinates: Year:

Article entry:

Microfiche category: Card no.   Coordinates: Year:

Article entry:

Microfiche category: Card no.   Coordinates: Year:

Article entry:

Microfiche category: Card no.   Coordinates: Year:

Article entry:

Microfiche category: Card no.   Coordinates: Year:

Article entry:

Microfiche category: Card no.   Coordinates: Year:

Article entry:

Microfiche category: Card no.   Coordinates: Year:

Article entry:

Microfiche category: Card no.   Coordinates: Year:

Article entry:

Microfiche category: Card no.   Coordinates: Year:

NOTE: NEWSBANK does NOT reproduce editorial comment from newspapers.

Information from NEWSPAPERS: (continued)

EDITORIALS ON FILE: This work is a collection of editorials gathered
from more than 135 newspapers nationwide. The editorials are conveniently
grouped by subject and reprinted in full. Additions to this work are
published twice a month, and each 50 to 60 page addition contains editorials
grouped under 10 to 12 subjects of current interest. Indexes which are in
the back of the volume appear once a month and are cumulated (monthly issues
are combined into one large issue) every three months. EDITORIALS ON FILE
is located on the Index Tables.
     Examine a volume of EDITORIALS ON FILE. Look at the Index in the
back of the volume. Note that under each subject heading in the index,
the sub-headings or sub-topics are listed NUMERICALLY in the order in which
they appear in the volume, NOT alphabetically. Numbers given at end of each
sub-topic are page numbers.
     Look for your topic or a closely related topic under which you think
relevant information might be found. Write here the subject heading under
which you found entries for your topic:

Primary Subject Heading: _____.

Other subject headings that I can think of that might list related or useful
articles: _____.

NOTE: Unlike NEWSBANK which reproduces actual articles from newspapers,
EDITORIALS ON FILE reproduces EDITORIALS ONLY.

List important information about potentially useful editorials here:

Editorial Topic: Pages: Year:

Editorial Topic: Pages: Year:

Editorial Topic: Pages: Year:

Editorial Topic: Pages: Year:

Editorial Topic: Pages: Year:

Editorial Topic: Pages: Year:

Editorial Topic: Pages: Year:

Editorial Topic: Pages: Year:

Editorial Topic: Pages: Year:

Editorial Topic: Pages: Year:

Information from SPECIFIC RESOURCES:

EDITORIAL RESEARCH REPORTS: Editorial Research Reports is a series of
timely reports covering a wide variety of topics of current interest. The
15 to 20 page reports are published weekly, with each week's report covering
a single topic of current interest. Every six months the weekly reports
are cumulated into a hardbound volume.
     Examine the current weekly issues. Notice that there is an outline of
the text on the title page. Typically, each Report is divided into three
main sections. It begins by discussing the importance of the subject and the
major issues. This is followed by an in-depth examination of back-ground
and historical developments. The Report concludes with a discussion of
possible and likely future developments. Each report is about 6,000 words
in length.

Information from SPECIFIC RESOURCES: (continued)

Examine one or more of the bound volumes. Note that the volume has a
section of white pages and a section of cream-colored pages. The white
pages are the weekly Reports that have been bound together. At the end
of the white pages is an index listing Reports for the past 15 years.
    The cream-colored pages consist of smaller reports of about 550
words which may update past Reports (white pages) or cover new subjects
of interest. At the end of the cream-colored section (called the "Dailies
and Reminders Section") is an index listing the weekly Reports, the Daily
reports, and the Reminder calenders for the past 5 years.
    REMEMBER, there are TWO indexes in each bound volume, one at the
end of the white pages and one at the end of the cream-colored pages.
    Look for your topic or a closely related topic under which you
think useful information might be found. Write here the subject heading
under which you found entries for your topic:

Primary Subject Heading: _____.

Other subject headings that I can think of that might list related or
useful articles: _____.

NOTE: In the cream-colored index, the dates of Reports are shown in
boldface type. Reminders are indicated by (R).

List titles and dates of publication for potentially useful reports here:

Title of report: Date:

Title of report: Date:

Title of report: Date:

Title of report: Date:

Title of report: Date:

Title of report: Date:

Title of report: Date:

Title of report: Date:

Title of report: Date:

Title of report: Date:

CONGRESSIONAL QUARTERLY: Congressional Quarterly is a weekly publication
that covers Congress, government, politics, national issues, and current
social issues and problems. The CONGRESSIONAL QUARTERLY ALMANAC is the
title given to the annual bound volumes of this material (material is
almanac is slightly condensed). Access to the material is gained through
the subject indeces at the rear of both the weekly issues binder and the
yearly volume.
    Examine the binder containing the weekly issues. Note that weekly
issues are numbered consecutively throughout the year, and each individual
issue has its own index on the back page of the issue. There is a cumulative
index in the rear of the binder.
    Examine the bound volume(s). Note that the volume begins with a
"Summary Table of Contents" which is followed by a more detailed "Table of
Contents". At the back of the volume is a greatly detailed index for the
volume.
    Notice the way the volume is numbered at the bottom of the pages.
The first half of the volume is numbered consecutively. The second half
known as the SPECIAL REPORTS section has pages identified by a combination
number and section letter. Note in the comprehensive index at the back of
the volume that BOTH types of page identification are listed (regular page
numbers and also number-section letter page numbers).

Information from SPECIFIC RESOURCES: (continued)

Examine the comprehensive index in the back of either the weekly issues binder or a bound volume. Look for your topic or subject. Write here the subject heading under which you find information about your topic:

Primary Subject Heading: _____,_____·_____.

Other subject headings in the index that might be related:

_____.

Examine the entries under the subject heading(s) you have located and list pertinent information below:

Entry: Page(s):   Year:

Entry: Page(s):   Year:

Entry: Page(s):   Year:

Entry: Page(s):   Year:

Entry: Page(s):   Year:

Entry: Page(s):   Year:

Entry: Page(s):   Year:

Entry: Page(s):   Year:

Entry: Page(s):   Year:

Entry: Page(s):   Year:

FACTS ON FILE: Facts On File is a weekly world new digest (records news events around the world week by week). The work covers national and foreign news events, plus deaths, science, sports, medicine, education, religion, crime, books, plays, films and persons prominent in the news.
Examine a FACTS ON FILE volume (weekly issue binder or bound volume). Note that individual weekly issues have a table of contents on the front cover and an ongoing cumulative index in the back of the volume. Bound volumes have a very comprehensive index in the back of the volume. There is a separate cumulative 5-year index for the years 1976-80.
Look at the entries in the index (yellow pages at the back of the volume). Notice the entries under the various subject headings. Each entry consists of (1) a description of the event (2) the date (month and day) of the event (3) the page on which the event is reported (4) the marginal letter parallel to the report (5) the column in which the report appears. Notice that there is a key to abbreviations used in the index located at the beginning of the index.
As you look through the comprehensive index, look for your topic or subject. Write here the subject heading under which you found information about your topic:

Primary Subject Heading: _____.

Other subject headings that I located in the index that might be useful:

_____.

Examine the entries under the subject heading(s) you have located and give the following information:

Entry:

Date: Page: Marginal letter: Column:

Entry:

Date: Page: Marginal letter: Column:

Information from SPECIFIC RESOURCES: (continued)

FACTS ON FILE: (continued)

Entry:

Date: Page: Marginal letter: Column:

Entry:

Date: Page: Marginal letter: Column:

Entry:

Date: Page: Marginal letter: Column:

Entry:

Date: Page: Marginal letter: Column:

Entry:

Date: Page: Marginal letter: Column:

Entry:

Date: Page: Marginal letter: Column:

Entry:

Date: Page: Marginal letter: Column:

Entry:

Date: Page: Marginal letter: Column:

VERTICAL FILE: The Vertical File is a series of filing cabinets containing files of pamphlets, brochures, leaflets, clippings, and articles about, generally, current issues. The file is arranged from A to Z by subject. Check the subject list located in the front of the first drawer to see if there is a file of information about your subject or topic. Items in this file may be photocopied or a maximum of five items may be checked out at a time for a three-day loan period.

Look at the subject heading list located in the front of the first drawer. Did you find your topic listed? ____ yes/ ___no If you were able to locate your exact topic or a closely related topic, give the following information:

Primary Subject Heading: _____.

Other subject headings that I located in the subject heading list that might provide useful information: _____.

Examine your subject file(s) in the file cabinets and give the following information:

Subject of file:

    Title of item:

    Title of item:

    Title of item:

    Title of item:

    Title of item:

(continued)

Information from SPECIFIC RESOURCES: (continued)

VERTICAL FILE: (continued)

Subject of file:

    Title of item:

    Title of item:

    Title of item:

    Title of item:

    Title of item:

Subject of file:

    Title of item:

    Title of item:

    Title of item:

    Title of item:

    Title of item: